



BUREAU OF INDIAN STANDARDS

**APPLICATION FOR CHANGE IN NAME and/ or ADDRESS OF HEADQUARTERS
and/or INCLUSION/CHANGE OF MANUFACTURING FACILITY and/or VEHICLE
TYPE and/or CHANGE IN SCALE OF MANUFACTURING
(Kindly cancel out the part which is not applied for)**

1. Full name of firm
(Existing)

2. Changed name of the firm
(If applicable)

Headquarters (Office) Address (As mentioned in the WMI code letter) -

Tel-

Fax

E-mail

City	District	State	PIN

New Address of the Headquarters (Office) (The address which is desired to be reflected in the WMI cert.)

Tel-

Fax

E-mail

City	District	State	PIN

(Attach a self-certified copy of new/ amended Certificate of Incorporation/Company master data along with memorandum of Association and Articles of Association)

Existing Plant address-			
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		Tel-	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
		Fax	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
		E-mail	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
City	District	State	PIN
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

New/ additional Plant Address* (The plant address as mentioned in the Udyam Registration Certificate/ IEM from DPIIT where manufacturing activity will be carried out)			
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		Tel	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
		Fax	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
		E-mail	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
City	District	State	PIN
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

((Attach a self-certified copy of Udyam Registration Certificate/ IEM from DPIIT))

6. Current WMI code, Product code and name -
7. New vehicle Product code and category to be included or changed, if applicable—Mention if inclusion or change of product category is desired along with the product code and category.
(Attach a self-certified copy of Udyam Registration certificate/IEM from DPIIT indicating all the product code and category desired to be mentioned in the WMI certificate)
8. Is there any change in the scale of the manufacturing facility/firm ? Yes/No
9. If yes, provide details thereof along with a copy of Udyam Registration Certificate/ IEM from DPIIT
10. Self certified copy of Photo ID of the person signing the application is attached : Yes/No

Seal of firm

Signature -

Name -

Designation -

Date of application -

Important-

a. Application should be signed and stamped by the CEO/ Managing Partner/ proprietor / Authorized signatory (Authorization to be attached) only.

b.Guidelines for filling up the application are enclosed.

Guidelines for filling up the application form

1) The application and all the pages of the attached documents are to be signed by one of the Directors/ Partners/ Proprietor/ Authorized signatory (If the application is being signed by any person other than the Director/Partner /Proprietor, then an Authorization letter from any of the above authorising a signatory shall be attached) as the case may be.

It may be ensured that all the pages of the documents submitted as part of the application are sealed and signed by Directors/ Partners/ proprietor/ Authorized signatory as the case may be.

2) Self-certified copy of the photo ID (Such as Aadhar Card/Driving Licence/Voter ID/Passport etc or any other photo ID issued by Government of India) of the person signing the application and any other relevant documents.

For change in name and/or address of the headquarters of the manufacturer

- 1) Self-certified copy of new/ amended Certificate of Incorporation/Company Master data along with Memorandum of Association and Articles of Association or Partnership deed, as the case may be to be attached. Please note that the address given in Certificate of Incorporation/ Company Master data/ Partnership deed shall match with the name and/or address of the Headquarters (office) mentioned in the application form, as the case may be.
- 2) Self-certified copy of the Udyam Registration certificate issued by MSME or Industrial Entrepreneurs Memorandum(IEM) from Department for Promotion of Industry and Internal Trade (DPIIT), GoI, as the case may be, allowing firm to carry out the manufacturing of automobile and specifying the product codes and categories is to be attached. The address of Headquarters (Office) and manufacturing facility mentioned in these documents should match with the address of headquarters and manufacturing facility/facilities respectively mentioned in the application form.

For inclusion of new manufacturing facility/facilities or substitution of existing manufacturing facility.

- 1) Self-certified copy of the Udyam Registration certificate issued by MSME or Industrial Entrepreneurs Memorandum(IEM) from Department for Promotion of Industry and Internal Trade (DPIIT), GoI, as the case may be, allowing firm to carry out the manufacturing of automobile and specifying the product codes and categories is to be attached. The address of Headquarters (Office) and manufacturing facility mentioned in these documents should match with the address of headquarters and manufacturing facility/facilities respectively mentioned in the application form.

For inclusion of new vehicle type/change in vehicle type

- 1) Self-certified copy of the Udyam Registration certificate issued by MSME or Industrial Entrepreneurs Memorandum(IEM) from Department for Promotion of Industry and Internal Trade (DPIIT), GoI allowing firm to carry out the manufacturing of automobile and specifying the product codes and categories is to be attached. The address of Headquarters and manufacturing facility mentioned in these documents should match with the address of headquarters and manufacturing facility/facilities respectively mentioned in the application form.

Please note that the products code and categories that are being sought for inclusion into the existing WMI code are within of the range of products code and categories, that the manufacturer is permitted to manufacture as per Udyam Registration Certificate/IEM from DPIIT. The application will not be processed for any products which do not belong to the range/categories of products mentioned in the Udyam Registration Certificate/IEM from DPIIT submitted by the applicant.

For change in scale of Manufacturing :

- 1) Self-certified copy of the Udyam Registration certificate issued by MSME in case of change in scale from large scale to MSME or Industrial Entrepreneurs Memorandum(IEM) from Department for Promotion of Industry and Internal Trade (DPIIT), GoI in case of change of scale from MSME to large scale, allowing firm to carry out the manufacturing of automobile and specifying the product codes and categories is to be attached. The address of Headquarters and manufacturing facility mentioned in these documents should match with the address of headquarters and manufacturing facility/facilities respectively mentioned in the application form.

Please note that the products which are mentioned in the WMI certificate are within the range of products, that the manufacturer is permitted to manufacture as per Udyam Registration Certificate/IEM from DPIIT.